

~~CONFIDENTIAL~~

Deputy Director, Administration
Attn : Classification and Wage Administration Division, Personnel Office
Executive Assistant to the Director

Table of Organization for the Cable Secretariat and Message Center,
Office of the Director of Central Intelligence

1. The attached Table of Organization for the Cable Secretariat and Message Center, Office of the Director, Central Intelligence is forwarded for action in accordance with CIA Notice [] dated 27 May 1952.

2. The proposed T/O provides spaces for continuing the functions of the Processing Branch as it existed under Communications as well as for the additional functions of the Cable Secretariat and cable messenger courier service. Certain jobs have been upgraded and others downgraded in order that the grades may be in agreement with the revised duties. The total number of recommended is one less than the present T/O and the budget is roughly the same. The Message Center will function on a 24-hour, 7-day a week basis.

3. The T/O for the Cable Secretariat has already been approved subject to review. Position #8 is now established as a GS 5; however separate action has been initiated to reallocate position #8 from a Secretary-Receptionist, GS 5 to an Administrative Assistant, GS 7.

4. Included in the proposed T/O are positions to provide for a messenger/courier service to operate under the control of the Message Center. It is intended that these messengers and couriers will deliver only cable to a central cable desk in each area division and staff located in Buildings "P", "J", "K", "L", "M", "Q", Admin, North, South, Central, and Quarters Eya. They will pick up for dispatch completed cables from those same offices. These messengers will not be used to effect delivery to other buildings nor for carrying cables from one point to another for coordination or approval.

5. In order that messengers and couriers may be recruited and assigned and to free productive persons now filling in as messengers and couriers, it would be appreciated if action could be expedited. If feasible, perhaps that part of the proposed T/O concerning messenger/courier slots could be acted upon separately.

6. Effective upon approval of the proposed T/O, action will be initiated to effect the personnel actions required, and to effect the appropriate change in the Signal Center, Communications T/O. Job descriptions now being prepared, are basically the same as those now existing for the same jobs in Signal Center, Communications.

7. The DAD/CO has concurred in this action.

Attachments: 2

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